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| **Profile Summary** | | | |
| Experienced Freight Forwarding professional in **Air and Sea Freight Forwarding industry offering expertise in Import & Export, Logistics.** Good experience in **Import and Export Documentation and Customer Service** | | | |
| **Strengths** | | | |
| * More than 2 year experience in Freight Forwarding and Travel industries | | * Customs House Agent * Resourceful open minded quick learner | |
| * Import and Export Documentation | | * Excellent communication & reporting skills | |
| * Performed well under work pressure | | * Self-motivated & decisive Manager | |

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| arrow_down.bmp | **Achievements** | | |
| * arrow_down.bmpPromoted as a Documentation Executive from a Trainee Documentation within 3 months. | | | |
|  | | **Career Snapshot** | |
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| **Logistics Coordinator**  **UNIKAI Foods PJSC, Dubai business bay**  **Documentation Executive** | | | **Nov 2014 to till date**  **Sep 2013 to Aug 2014** |
| **Sea Eros Freight Forwarding, Mumbai India** | | |  |
| **Travel Executive / Counter Executive**  **Trade Wings Travels, Bangalore India** | | | **Feb 2013 to July 2013** |

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**Responsibilities in UNIKAI**

* Responsible for daily dispatch plan and coordination with delivery crew and external transports.
* Making invoices through Oracle ERP software
* Ensure that all sales orders shipping management within reasonable time frame   
  Ensure accurate and timely deliveries in cost effective manner.
* Ensure that all logistics procedures in global standards are properly maintained.
* Making Invoices, move orders related with logistics
* Develop and maintain computerized logistics data base.\* maintain proper filing systems & proof of deliveries submission in sales Admin/Finance department.
* Ensure all reports relating to distribution and logistics are circulated in time
* Responsible for reverse logistics.
* Ensure that the TAT of vehicles are maintained for better service levels and efficiency.
* Develop training plans in addition to day to day training on deliverables.
* Maintain discipline & punctuality with delivery crew on administrative norms

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**Responsibilities in SEA EROS Freight Forwarding**

* Handling air & Sea import shipments such as direct ,cross trade and using switch AWB/BL & L/C shipments
* Collecting all the information from customer and giving instruction to counterpart agents for execute the shipment as per their requirements.
* Providing AWB/BL and shipping instruction to counterpart agents for making the AWB/BL for executing the shipments
* Maintaining good relation with customer and providing day to day updates regarding the shipments
* Doing day to day contact with counterpart agents through mail and over phone for shipments status.
* Up on receiving the pre alert checking the same thoroughly and sending to customer for their reference.
* If any correction / amendment required, informing the same to agent at the earliest to make the changes.
* Regular follow up with customers for developing business and maintaining good relations
* Communicating with various counterpart agents (through phone or mail) for executing the shipment or airfreight charges.
* Tracking air cargo export & import shipments from website or checking with Airlines offices and shipping company.
* Opening job card in system and doing day-to-day report updating including customer invoice preparation.
* Reporting to seniors for shipment status on daily basis
* Customs duty Calculations in various goods.
* Communicating with shippers and Consignees for shipment details.
* Coordinating and giving instruction to Customs Clearance and transportation dept for clearance and delivery/pickup purpose.

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|  | **Education & Courses** | |
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| **Diploma In International Air Travel Association & Tourism**  **(IATA)** | | **2013** |
| **Bachelor of Mathematics** | | **2011** |
| **Calicut University** | |  |

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|  | **IT Skills** |
| * Proficient in MS Office Suite (Word, Excel, Access, Project & PowerPoint) * Well knowledge in Oracle ERP software * Familiar with Windows OS, E-mail applications and Internet search * Galileo and Amadeus software | |

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|  | **Personal Details** | | | |
| Nationality | | : | Indian | |
| Date of Birth | | : | 17th Jan 1991 | |
| Marital Status | | : | Single | |
| Visa Status | | : | Employment Visa | |
| Languages  **First Name of Application CV No:** **1657566**  Whatsapp Mobile: +971504753686  Description: New_logo.gif | | : | English,Hindi,Malayalam,Tamil |